

Waiver Residential Services Provider Qualifications

Service Description (scope):

Residential Habilitation Services are directed to individuals who are part of the DDDS HCBS 1915c Waiver. They may be provided in a neighborhood group home setting, a supervised or staffed apartment (community living arrangement), or a shared living arrangement (formerly titled foster care).

Provider Agency managed:

Group Home, CLA: Residential services can include assistance with acquisition, retention, or improvement in skills related to activities of daily living, such as personal grooming and cleanliness, bed making and household chores, eating and the preparation of food, and the social and adaptive skills necessary to enable the individual to reside in a non-institutional community-based setting. These services are individually planned and coordinated through the individual's ELP. These services may include a combination of lifelong-or extended duration-supervision, training and/or support which are essential to daily community living, including assessment and evaluation and the cost of training materials, transportation, fees and supplies.

Shared Living: Services provided under a shared living arrangement, or foster care, include personal care and supportive services (e.g., homemaker, chore, attendant care, companion, medication oversight (to the extent permitted under State law)) provided in a licensed (where applicable) private home by a principal care provider who lives in the home. A Shared Living Arrangement is furnished to adults who receive these services in conjunction with residing in the home. The total number of individuals (including participants served in the waiver) living in the home, who are unrelated to the principal care provider, cannot exceed four. Separate payment is not made for homemaker or chore services furnished to a participant receiving shared living arrangement services, since these services are integral to and inherent in the provision of shared living arrangement services. Payments for shared living arrangement services are not made for room and board, items or comfort or convenience, or the costs of the facility maintenance, upkeep and improvement. Payment for shared living arrangement services does not include payments made, directly or indirectly, to members of the participant's immediate family. The methodology by which the costs of room and board are excluded from payments for adult foster care is described in Appendix I.

Service Delivery Method (check each that applies)

- Provider Agency managed

Provider Qualifications (agency):

- Must be a Division of Developmental Disabilities Authorized Provider
- For Neighborhood Group Homes: Must meet all Delaware Regulations for Neighborhood Homes for Persons with Developmental Disabilities Services in accordance with 16 Delaware Code §1101. Must meet the DDDS standards for Neighborhood Group Homes as specified in the State of Delaware Residential Contract
- For Residential and Staffed Apartments: Must meet the DDDS Standards for Community Living Arrangements as specified in the State of Delaware Residential Contract.
- For Shared Living Providers: The agency must ensure the Shared Living Provider has completed the entire application and approval process
 - Shared Living Provider must have successfully completed the Shared Living Provider application process including:
 - turned in a completed Application
 - submitted a signed 'Authorization for Release of Information Form'
 - completed the initial home inspection
 - received a favorable criminal background check on the proposed Shared Living Provider and his/her spouse or domestic partner. Criminal Background reports shall be reviewed in accordance with the standards set forth by Division of Long Term Care Residents Protection (DLTCRP) Criminal Background Check Unit Disqualifying Crimes Conviction/Time Parameters.
 - received all required employment letters
 - received all personal letters of reference
 - received the Tuberculosis test results for all adult members of the household (adult is 18 years or older)
 - received the drug screening results for the applicant and all adult members of the household
 - received favorable Adult Abuse Registry checks on all adult members of the household
 - received favorable Child Protection Registry checks for all adult members of the household
 - completed a check of the Sex Offender Registry for the applicant and all adult members of the household, with findings that none are convicted and/or registered Sex Offenders.
 - reviewed the proposed Shared Living Provider's driving record to ensure the driver meets agency and Fleet Services standards

- The hiring AGENCY shall coordinate the Provider Training Program for prospective providers. The training program must be completed prior to providing services and shall include, but is not limited to the following courses/classes:
 - Orientation & Training
 - Dietary Awareness
 - Intro to DD
 - Intro to ELP
 - Client Rights
 - Home Fire Safety
 - Health Awareness
 - Infection Control
 - Assistance with Medications
 - CPR/Adult Heart Saver
 - First Aid
 - Day 1 of MANDT training
 - Case Management/Record-keeping
 - A review of program standards and Shared Living Mutual Agreement)
- The Shared Living Provider home shall have completed the final home investigation, which will be documented on the Home Investigation Report.
- In instances where the AGENCY wants to waive a DDDS standard, it shall submit a Standard Suspension Request of the DDDS Shared Living Standards, as appropriate.
- In instances where the AGENCY wants to waive a Division of Long Term Care Resident Protection (DLTCRP) standard it shall make the request directly to the (DLTCRP).
- The AGENCY shall interview and approve a Shared Living provider following a structured process that is developed by the agency and approved by DDDS. The final interview panel will include DDDS representatives
- Must adhere to all standards, policies, and guidelines in the State of Delaware Residential Contract.

Verification of Provider Qualifications:

For Delaware Regulations

Division of Developmental Disabilities Services

Frequency of Verification:

Upon initiation of contract and annually during contract renewals